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Job details

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Bulletin Number	32225BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	SUPERVISING ADMINISTRATIVE ASSISTANT II
Exam Number	20897A
Filing Type	Open Continuous
Filing Start Date	02/20/2014
Salary Type	Monthly
Salary Minimum	5492.64
Salary Maximum	7203.46
Position/Program Information	<p>Plans and supervises the work of staff engaged in analyzing and making recommendations for the solution of problems of organization, budget, systems and procedures, facilities planning, program, general management and personnel in a large County department. Positions allocable to this class function in the central administrative staff organization of a County department giving both technical and administrative supervision to the work of one or more teams of subordinate administrative generalists performing a wide variety of assignments. Positions of this level are distinguished from Supervising Administrative Assistant I by a combination of several factors including a wider range of involvement in the administrative functions listed above, greater consequences of action and decisions stemming from the scope of the department's program in terms of its budget; the variety or complexity of its programs, the extensiveness of its facilities, the greater discretion of the supervisor in developing plans and determining work methods to be used by subordinate staff, working to develop collaboration of computing line organizations, and the greater degree of personal responsibility for budgets, program planning, and facilities.</p>

Essential Job Functions

- Supervises the activities of a team of subordinate administrative generalists engaged in front end analysis, development and preparation of departmental budgets and in the defense of budgets for the Jail Mental Health countywide programs.
- Directs the control of appropriations within approved program; develops and justifies budget adjustments and periodic allocation changes.
- Assists in the development and implementation of major changes in policies, procedures and organization for the Jail Mental Health countywide programs.
- Participates fully in program planning and providing expert advice and solving problems of financing and staffing.
- Assists in the review and analysis of voluminous legislation and regulations which have a significant impact on the financing and operation of Jail Mental Health programs; and makes recommendations in conjunction with the Chief Psychiatrist on whether the department should support or oppose the proposed changes.
- Supervises housekeeping functions of the program, such as accounting, supply and payroll.
- Performs other specialized duties related to the overall management of the Jail Mental Health countywide programs.

Requirements

Restricted to permanent employees of the Department of Mental Health who have successfully completed their initial probationary period.

Selection Requirements:

Four years' experience in a general administrative staff* or specialized staff capacity** analyzing and making recommendations for the solution of problems of organization, systems and procedure, program, facility planning, budget, or personnel, one

year of which must have been in a general administrative staff capacity at the level of Supervising Administrative Assistant I*** or Administrative Assistant III****.

*Applicants must complete and submit a mandatory **Supplemental Questionnaire** as an integral part of their application. The link to the Supplemental Questionnaire Form is located in the "Application and Filing Information" Section below.*

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Experience researching, gathering and documenting information regarding consumer complaints relating to County, State, and Federal policy or laws within a correctional facility environment.
- Demonstrated experience in developing operational work processes, policies and procedures within a highly visible and complex correctional facility environment.

**Special
Requirement
Information**

*Administrative capacity is defined as the overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees, and participation in policy formulation.

**Specialized Staff capacity is defined as staff experience requiring specialized knowledge of rules, regulations, and other guidelines relating to completing assignments in the program area assigned. Knowledge is usually attained through extensive, increasingly difficult, and practical experience and training in the subject matter field.

***Supervising Administrative Assistant I is defined

as plans and supervises the work of subordinate staff in investigating and making recommendations for the solution of problems of organization, budget, program, systems and procedure, facility planning, general management and personnel in a County department.

**** Administrative Assistant III is defined as analyzes, and makes recommendations for the solution of highly complex operating, budgetary and financing, and other management problems of a County department, and participates in the implementation of their solution.

OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION OR RESCISSION, IF APPOINTED.

**Examination
Content**

This examination will consist of two parts:

Part I : An evaluation of experience based upon application information and Supplemental Questionnaire weighted 50%, and

Part II : An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, initiative and resourcefulness , interpersonal and public relations skills, problem solving and decision making skills, and supervision.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

**Special
Information**

Past and present mental health clients and family members are encouraged to apply.

Vacancy Information The resulting eligible register for this examination will be used to fill a vacancy for the Jail Mental Health, Department of Mental Health.

Eligibility Information The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once every twelve (12) months.

Available Shift Any

Job Opportunity Information Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

Application and Filing Information

APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

Fill out your application and Supplemental Questionnaire Form completely. Provide any relevant training and experience in the spaces provided so we can evaluate your qualifications for the job. We must receive your application by 5:00 pm, PST, on the last day of filing. This examination will remain open until the need of the services are met, and is subject to closure without prior notice. All information is subject to verification. We may reject your application at any time during the selection process.

Click on the link below to access the Supplemental Questionnaire Form:

http://file.lacounty.gov/dhr/ehr/cms1_209695.doc

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the tab above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email. Applications must complete and submit their online applications and upload required documents (e.g. Supplemental Questionnaire Form, Resume, etc.,) as attachment(s). Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 or **email to** cyeung@dmh.lacounty.gov within five (5) days of filing. Please include exam number and exam title.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Celia Yeung
Department Contact Phone	(213) 637-4596
Department Contact Email	cyeung@dmh.lacounty.gov
ADA Coordinator Phone	(213) 738-2823
Teletype Phone	(800) 735-2922
California Relay Services Phone	(800) 735-2922
Job Field	Health Other
Job Type	Officials and Administrators

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